



## **Policy No. 2017- 48**

## **Council Pool Vehicle**

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**1. PROVISION OF COUNCIL POOL VEHICLE**

A vehicle has been provided by Council as a pool vehicle and is housed at Hamilton.

**2. AUTHORISED USERS**

**(a) Council administration staff**

Council administration staff are authorised to use the pool vehicle for Council business.

**(b) Council Environmental Health Officer**

The Environmental Health Officer is authorised to use the pool vehicle for Environmental Health Officer duties.

**(c) Mayor and Councillors**

The Mayor and Councillors are authorised to use the pool vehicle to undertake duties/business associated with the discharge of their function as Mayor or Councillor.

Limited private use is available where the Mayor or Councillor has private commitments immediately before or after conducting council business.

**3. BOOKINGS**

Bookings for the pool vehicle are to be made through the Hamilton office.

Where the vehicle is required outside of normal business hours, arrangements for pick up and return of vehicle are to be made with the Hamilton office staff.

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#### 4. VEHICLE LOG BOOK

A vehicle log book is provided for the recording of the following details:

- The dates on which the journey began and ended
- The odometer readings at the start and end of each journey
- The kilometres travelled
- The purpose of the journey

Where any part of the journey was for private business, it is to be noted in the log book.

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